

City of Owatonna

Housing & Redevelopment Authority

Regular Meeting

Monday, September 27, 2021

4:00 PM

City Council Chambers & TEAMS Virtual Meeting

1. Agenda - September 27, 2021

Documents:

[1 AGENDA 9.27.2021.PDF](#)

2. Roll Call: Dotson, Hole, Kropp, Olivo, Osman

3. Approval Of Minutes For: June 28, 2021

Documents:

[2 HRA MINUTES 06-28-2021.PDF](#)

4. Executive Director's Report

5. Old Business

5.I. Board Memorandum

Documents:

[3 BOARD MEMORANDUM 9.27.2021.PDF](#)

5.II. Balance Statements

Documents:

[4 BALANCE STATEMENTS.PDF](#)

5.III. Income Statements

Documents:

[5 INCOME STATEMENTS.PDF](#)

5.IV. HCV Demographics

Documents:

[6 HCV DEMOGRAPHICS.PDF](#)

5.V. Bridges Demographics

Documents:

[7 BRIDGES DEMOGRAPHICS.PDF](#)

6. New Business

6.I. Fair Market Rents 1.1.2022

6.II. Payment Standards Increase Adjusted 10/1/2021

6.III. Eastgate Community Progress

6.IV. Mound Street Community Progress

6.V. Discuss New Chairperson And Vice-Chairperson Voting

7. Other

8. Adjourn

Next Scheduled Meeting: Monday, October 25, 2021

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@ci.owatonna.mn.us or 507-774-7318.

THE CITY OF



OWATONNA

Housing & Redevelopment Authority

Regular Meeting

Monday, September 27, 2021

4:00 PM

City Council Chambers and TEAMS virtual meeting

Preliminary Agenda

1. Roll Call: Dotson, Hole, Kropp, Olivo, Osman
2. Approval of Minutes for: June 28, 2021 Meeting
3. Executive Directors Report:
4. Old Business:
 - a. Housing Choice Vouchers Updates
 - b. Bridges Updates
 - c. Mainstream Voucher Updates
5. New Business:
 - a. Fair Market Rents 1.1.2022
 - b. Payment Standards increase adjusted 10/1/2021
 - c. Eastgate Community progress
 - d. Mound Street Community progress
 - e. Discuss new chairperson and vice-chairperson voting
6. Other:
7. Adjourn

Next scheduled meeting: Monday, October 25, 2021.

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@ci.owatonna.mn.us or 507-774-7318.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on JUNE 28, 2021

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 pm in the Second Floor Conference Room by Senior Member Olivo.

Members present were John Hole, Shari Kropp, and Vicki Olivo. Also present were Housing Manager Ghassan Madkour and Planning Technician Kristen Kopp.

Approval of the Minutes: Senior Member Olivo called for a motion to approve the minutes of the May 24, 2021 meeting. A motion was made by Kropp and seconded by Hole to approve the minutes. All Commissioners voting Aye, the motion carried.

Old Business: The Housing Choice Voucher program monthly report was presented by Madkour, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for May totaled 102. Total year to date assistance and administration costs were \$297,246.22 and revenues were \$383,951.73. The Housing Choice Voucher Program fund balance at May month end is \$148,141.46. Madkour provided City of Owatonna HRA monthly balance sheet and revenue/expense reports for the HRA General Fund including the Bridges Programs. The HRA Revenues year to date total is \$209,531.89 and the expenses total \$190,052.80. The HRA General Fund balance is \$356,247.03.

Madkour said that there hasn't been much movement on the traditional voucher program. They've had three new clients this year. Everything is on course. He spoke with the HUD representative in Minneapolis about the Mainstream Program. They still don't know if this will be a permanent program or limited to 5 years for the clients.

Madkour said that at the end of this month, they will start with a brand-new Bridges Grant. He had an email from Minnesota Housing that they're waiting for the State to pass their budget. He said that there was a \$24,000 grant for Bridges RTC that was never touched before he started in Owatonna. It only could be used for clients coming from St. Peter or Anoka. It went away because it wasn't used. One person is coming off the Bridges Like Program and he will have to terminate that person on July 31st because of recent criminal background. They will refill that unit. There are 19 clients on regular Bridges and 7 on Bridges Like. We will be utilizing about \$20,000 a month.

There is a lot more activity on the Mainstream program. He sent out 54 applications. Out of that, seven are waiting for more information, two are in background check, two are ready for an orientation, five have leased up for July 1st, and 38 (the rest) of the applications were not returned or denied. He received a few calls over the last week from people who didn't return their applications. Things are in motion with the rest of them.

They are coming out with 200,000 emergency vouchers in October. He said that he will be applying for them. This would be for applicants that are homeless, risk of homeless, or abuse situations. Kropp asked if he would talk to a crisis resource center. Olivo mentioned talking to Meg Mitchell at the public defender's office.

A motion was made by Hole and seconded by Kropp to approve the reports as presented. All Commissioners voting Aye, the motion carried.

Other Business. Madkour gave an update on the Bridges Grant. They're waiting for State approval. Paperwork has been signed off on. He said there was some conversation that if we're at a point where we still have a lot of funds, he'd like to apply that money to applicant's deposits.

Madkour gave an update on renthelpmn.com. There was a total of \$104,517,000 requested statewide with over 20,000 applicants. He said that the current end date for the eviction moratorium is July 31st.

Madkour said that he purged the waitlist. 84 applicants were mailed letters to reply to within two weeks. 49 came off the waitlist. Three are still pending, because they were sent new letters to new addresses. 32 stayed on the waitlist. Currently 110 are on the waitlist. Out of those, 12 will be coming off because they're part of the processing for Mainstream.

Olivo questioned the Rental Housing Expenditure on the Income Statement and wondered why it is - \$4,700. Madkour said he'd look into it.

Kropp said that Jolayne Mohs is the new Director of Outreach at Trinity Church.

The next meeting will be Monday, July 26, 2021.

Adjournment: There being no further business, a motion to adjourn was made by Kropp, seconded by Hole. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:53 pm.

Respectfully Submitted,

Ghassan Madkour
Housing Manager

MEMORANDUM

TO: OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD
FROM: GHASSAN MADKOUR, HOUSING MANAGER
SUBJECT: MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA
DATE: SEPTEMBER 27, 2021

The purpose of this memorandum is to provide the Owatonna Housing and Redevelopment Authority with demographical and financial data on the HRA General Fund, Housing Choice Voucher Program, and Bridges Programs.

OWATONNA HRA GENERAL FUND

YTD Revenues:	\$327,455.53
YTD Expenses:	\$283,134.78
Fund Balance:	\$381,088.69

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$12,021.00
Monthly Admin Revenue	\$ 1,300.00
Monthly HAP Expense	\$13,321.00
Occupancy:	26
Average HAP:	\$512.35

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$3,354.00
Monthly HAP Expense	\$3,354.00
Occupancy:	8
Average HAP:	\$419.25

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$2,696.00
Monthly HAP Expense	\$2,696.00
Occupancy:	8
Average HAP:	\$337.00

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$569,203.27
YTD Expense:	\$469,878.38
Total Cash Balance:	\$160,670.84
Program Demographics:	
Households in Steele Co:	105
Average HAP:	\$375.95
Households Portable Out:	6
Average HAP:	\$661.17
Total Assisted Households:	120
Households Ported In Billing:	9

Requested Action: The Board is asked to review and approve the monthly reports and program expenditures.

City of Owatonna
Balance Statement by Fund
31-Aug-21

FUND 280: OWATONNA HRA

Account Name	Ending Balance
ASSETS	
BANK ACCOUNTS	\$ 120,093.60
INVESTMENTS	50,000.00
ACCOUNTS RECEIVABLE	336.00
DELINQUENT TAXES RECEIVABLE	1,666.98
DUE FROM OTHER GOVERNMENTS	31,423.00
LAND HELD FOR RESALE	184,208.00
NOTE RECEIVABLE	6,170.00
Total Assets	<u>\$ 393,897.58</u>
LIABILITIES	
ACCOUNTS PAYABLE	\$ 454.00
REFUNDABLE DEPOSITS	2,000.00
DEFERRED REVENUE	8,170.00
DEFERRED REVENUE - DEL TAXES	2,184.89
Total Liabilities	<u>\$ 12,808.89</u>
FUND EQUITY	
FUND BALANCE	<u>\$ 381,088.69</u>
Total Fund Equity	<u>\$ 381,088.69</u>
Total Liabilities and Fund Equity	<u><u>\$ 393,897.58</u></u>

FUND 282: OWATONNA HRA-HUD

Account Name	Ending Balance
ASSETS	
BANK ACCOUNTS	\$ 168,751.09
BANK ACCOUNTS - DEPOSITS	24,747.38
ACCOUNTS RECEIVABLE	-1,045.00
DUE FROM OTHER GOVERNMENTS	5,938.26
Total Assets	<u>\$ 198,391.73</u>
LIABILITIES	
ACCOUNTS PAYABLE	\$ 972.00
DUE TO OTHER GOVERNMENTS	0.00
DEFERRED REVENUE	11,911.51
DEPOSITS	24,747.38
Total Liabilities	<u>\$ 37,630.89</u>
FUND EQUITY	
FUND BALANCE	<u>\$ 160,760.84</u>
Total Fund Equity	<u>\$ 160,760.84</u>
Total Liabilities and Fund Equity	<u><u>\$ 198,391.73</u></u>

City of Owatonna
Income Statement by Fund
For the Period Ending August 31, 2021

FUND 280: OWATONNA HRA

Account Name	Original Budget	MTD Actual	YTD Actual	\$ Remaining
REVENUES				
PROPERTY TAXES	\$ 185,000.00	\$ 15,410.00	\$ 125,831.51	\$ 59,168.49
MOBILE HOME TAXES	0.00	0.00	23.16	-23.16
STEELE COUNTY - HOUSING GRANT	45,000.00	3,354.00	29,464.00	15,536.00
OTHER INCOME	0.00	-55.00	-55.00	55.00
TIF ADMINISTRATIVE FEE	3,761.00	0.00	2,317.52	1,443.48
INTEREST INCOME	800.00	86.45	649.34	150.66
RENTS & LEASES - 204 E FREMONT	12,000.00	1,000.00	8,000.00	4,000.00
RENTS & LEASES 215 ELM ST	12,000.00	1.00	7,001.00	4,999.00
RENTS & LEASES 221 ELM ST	12,000.00	0.00	7,160.00	4,840.00
TRANSFER FROM HUD-SEC 8	7,500.00	0.00	0.00	7,500.00
STATE - BRIDGES	276,000.00	12,021.00	133,414.00	142,586.00
STATE - BRIDGES ADMIN	27,000.00	1,300.00	13,650.00	13,350.00
Total Revenues	\$ 581,061.00	\$ 33,117.45	\$ 327,455.53	\$ 253,605.47
EXPENDITURES				
WAGES - FULL TIME EMPLOYEES	\$ 84,588.00	\$ 6,584.64	\$ 54,828.49	\$ 29,759.51
PERA	6,344.00	497.86	4,144.21	2,199.79
FICA	6,471.00	486.99	4,020.21	2,450.79
INSURANCE	14,467.00	1,277.55	10,224.82	4,242.18
WORKERS COMP INSURANCE	488.00	41.81	344.10	143.90
OFFICE SUPPLIES	1,200.00	0.00	1,076.85	123.15
CONSULTING SERVICES	8,500.00	0.00	0.00	8,500.00
BACKGROUND CHECKS	600.00	250.00	825.00	-225.00
TELEPHONE	600.00	41.50	332.03	267.97
POSTAGE	1,000.00	100.80	992.61	7.39
VEHICLE ALLOWANCE	500.00	76.98	224.99	275.01
TRAVEL & CONFERENCES	2,000.00	0.00	0.00	2,000.00
OPERATIONAL SERVICES - SEC 8	4,500.00	0.00	240.00	4,260.00
ADVERTISING	200.00	0.00	0.00	200.00
MEMBERSHIPS & SUBSCRIPTIONS	750.00	419.00	763.76	-13.76
INSURANCE	3,500.00	0.00	2,625.00	875.00
RENTAL HOUSE EXP	2,000.00	0.00	6,802.15	-4,802.15
RENTAL HOUSE EXP - 215 ELM	2,000.00	0.00	119.00	1,881.00

RENTAL HOUSE EXP - 221 ELM	2,000.00	0.00	1,264.80	735.20
REPAIR SERVICE - OFFICE EQUIP	500.00	0.00	998.76	-498.76
HOUSING PAYMENTS - STEELE CO	45,000.00	3,354.00	29,464.00	15,536.00
LAND PROJECTS	50,000.00	0.00	0.00	50,000.00
RENTAL CERTIFICATION PROGRAM	22,000.00	1,830.00	14,680.00	7,320.00
SOUTHERN MN INITIATIVE FOUNDAT	1,667.00	0.00	1,667.00	0.00
TRANSFER TO OTHER FUNDS	15,000.00	1,250.00	10,000.00	5,000.00
HOUSING PAYMENTS - BRIDGES	276,000.00	11,793.00	137,497.00	138,503.00
Total Expenditures	\$ 551,875.00	\$ 28,004.13	\$ 283,134.78	\$ 268,740.22
Expenditures	\$ 29,186.00	\$ 5,113.32	\$ 44,320.75	\$ -15,134.75

FUND 282: OWATONNA HRA-HUD

Account Name	Original Budget	MTD Actual	YTD Actual	\$ Remaining
REVENUES				
FEDERAL GRANTS - PROGRAM	\$ 625,000.00	\$ 51,569.00	\$ 413,830.00	\$ 211,170.00
FEDERAL GRANT ADMINISTRATION	62,000.00	5,419.00	45,277.00	16,723.00
FEDERAL - OTHER	0.00	0.00	70,120.00	-70,120.00
PORTABLES IN HAP	80,000.00	4,097.00	32,369.00	47,631.00
PORTABLES IN ADMIN	6,200.00	405.42	3,254.62	2,945.38
PORTABLES RECEIVING UTIL REIMB	100.00	0.00	0.00	100.00
FRAUD RECOVERY - HAP	0.00	0.00	1,872.50	-1,872.50
FRAUD RECOVERY - ADMIN	0.00	0.00	1,872.50	-1,872.50
INTEREST INCOME	500.00	85.76	607.65	-107.65
Total Revenues	\$ 773,800.00	\$ 61,576.18	\$ 569,203.27	\$ 204,596.73
EXPENDITURES				
WAGES - FULL TIME EMPLOYEES	\$ 39,244.00	\$ 3,072.00	\$ 25,347.31	\$ 13,896.69
PERA	2,943.00	223.08	1,842.46	1,100.54
FICA	3,002.00	214.47	1,740.64	1,261.36
INSURANCE	10,118.00	713.87	5,705.52	4,412.48
WORKERS COMP INSURANCE	227.00	18.73	151.26	75.74
AUDIT SERVICE	9,000.00	0.00	8,400.00	600.00
PORTABLE OUT ADMINISTRATION	500.00	218.10	1,772.59	-1,272.59
MANAGEMENT FEE	7,500.00	0.00	0.00	7,500.00
VEHICLE ALLOWANCE	500.00	60.48	80.60	419.40
MAINSTREAM HAP	0.00	2,696.00	4,370.00	-4,370.00
PORT UA OUT	300.00	0.00	0.00	300.00
HOME OWNERSHIP HAP	10,000.00	879.00	6,978.00	3,022.00
HOUSING PYMTS HAP	625,000.00	38,596.00	342,463.00	282,537.00
FSS PYMTS HAP	8,000.00	0.00	0.00	8,000.00
UTILITY PYMTS HAP	4,000.00	0.00	310.00	3,690.00
PORTABLE HSG PYMTS	11,000.00	4,712.00	38,031.00	-27,031.00
PORTABLE UTIL PYMTS	750.00	0.00	0.00	750.00
PORTABLE REC HAP	80,000.00	3,925.00	32,686.00	47,314.00
Total Expenditures	\$ 812,084.00	\$ 55,328.73	\$ 469,878.38	\$ 342,205.62
Expenditures	\$ -38,284.00	\$ 6,247.45	\$ 99,324.89	\$ -137,608.89

Owatonna H.R.A.
Demographic Statistics Report
Vouchers - All Projects

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
	5	5	13	5
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	103	94	243	94
Total All Locations	110	100	258	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	28	25	70
Non-Elderly Heads of Household (age 61 or less)	82	75	45
Near-Elderly Heads of Household (ages 55 to 61)	16	15	58
Other Heads of Household (age 54 or less)	66	60	42
Female Heads of Household	83	75	51
Elderly	21	25	70
Non-Elderly	62	75	44
Near-Elderly	13	16	58
Other	49	59	40
Male Heads of Household	27	25	54
Elderly	7	26	70
Non-Elderly	20	74	48
Near-Elderly	3	11	57
Other	17	63	46
Disabled/Handicapped Heads of Household	68	62	57
Male	22	32	53
Female	46	68	57
Non-Minority Heads of Household	66	60	
Minority Heads of Household	44	40	
Black	33	30	
Hispanic	11	10	
# of Family Members younger than 18 years	118		10
# of Families with children	41	37	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Child Support	\$103,078	4.8	21	7
General Assistance	\$138,576	6.4	49	17
Other Nonwage Sources	\$306,168	14.2	75	26
SSI	\$531,096	24.6	61	21
Social Security	\$357,744	16.6	40	14
TANF (formerly AFDC)	\$27,120	1.3	7	2
Unemployment Benefits	\$56,628	2.6	6	2
Other Wage	\$636,197	29.5	35	12
Total All Income Sources	\$2,156,607	100	294	100

Public Assistance is the sole source of income for 0% of households.
 Households that are working comprise 30% of households.
 Of the working households, 3% of households also receive TANF.

Average Household Income	\$19,606
Average Tenant Rent (0-Bdrm)	\$161
Average Tenant Rent (1-Bdrm)	\$271
Average Tenant Rent (2-Bdrm)	\$303
Average Tenant Rent (3-Bdrm)	\$416
Average Tenant Rent (4-Bdrm)	\$827
Average Tenant Rent (5-Bdrm)	\$642
Average Tenant Rent (Combined)	\$340
Average TTP (rent + utilities per month)	\$375

Owatonna H.R.A.
Demographic Statistics Report
Vouchers - All Projects

Average Housing Assistance Payment \$412

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	17	16
Less than 2 years	16	15
Less than 3 years	5	5
Less than 4 years	7	7
Less than 5 years	8	8
Less than 6 years	4	4
Less than 7 years	13	12
Less than 8 years	4	4
Less than 9 years	1	1
Less than 10 years	8	8
More than 10 years	22	21

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	2	2
\$5,000 - \$10,000	6	6
\$10,000 - \$15,000	45	42
\$15,000 - \$20,000	20	19
\$20,000 - \$25,000	9	8
More than \$25,000	25	23

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	110	100

Owatonna H.R.A.
Demographic Statistics Report
 Bridges - All Projects

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
Owatonna	24	86	40	83
Waseca	3	11	5	10
West Concord	1	4	3	6
Total All Locations	28	100	48	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	1	4	63
Non-Elderly Heads of Household (age 61 or less)	27	96	43
Near-Elderly Heads of Household (ages 55 to 61)	4	14	59
Other Heads of Household (age 54 or less)	23	82	40
Female Heads of Household	18	64	40
Elderly	1	6	63
Non-Elderly	17	94	39
Near-Elderly	1	6	59
Other	16	89	38
Male Heads of Household	10	36	49
Elderly	0	0	0
Non-Elderly	10	100	49
Near-Elderly	3	30	59
Other	7	70	45
Disabled/Handicapped Heads of Household	17	61	39
Male	7	41	50
Female	10	59	39
Non-Minority Heads of Household	23	82	
Minority Heads of Household	5	18	
Black	3	11	
Hispanic	2	7	
# of Family Members younger than 18 years	17		10
# of Families with children	11	39	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Child Support	\$11,596	2.8	3	4
General Assistance	\$37,284	9.0	14	21
Other Nonwage Sources	\$52,212	12.5	16	24
SSI	\$127,716	30.7	13	19
Social Security	\$65,964	15.8	9	13
TANF (formerly AFDC)	\$7,332	1.8	2	3
Unemployment Benefits	\$6,604	1.6	1	1
Other Wage	\$107,780	25.9	9	13
Total All Income Sources	\$416,489	100	67	100

Public Assistance is the sole source of income for 4% of households.
 Households that are working comprise 32% of households.
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$14,875
Average Tenant Rent (1-Bdrm)	\$249
Average Tenant Rent (2-Bdrm)	\$321
Average Tenant Rent (3-Bdrm)	\$694
Average Tenant Rent (Combined)	\$316
Average TTP (rent + utilities per month)	\$307
Average Housing Assistance Payment	\$405

Owatonna H.R.A.
Demographic Statistics Report
Bridges - All Projects

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	11	39
Less than 2 years	4	14
Less than 3 years	2	7
Less than 4 years	5	18
Less than 5 years	2	7
Less than 6 years	4	14
Less than 7 years	0	0
Less than 8 years	0	0
Less than 9 years	0	0
Less than 10 years	0	0
More than 10 years	0	0

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	5	18
\$5,000 - \$10,000	4	14
\$10,000 - \$15,000	9	32
\$15,000 - \$20,000	3	11
\$20,000 - \$25,000	4	14
More than \$25,000	3	11

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	28	100